

**SUMMARY OF THE
NELAC BOARD OF DIRECTORS MEETING
MAY 09, 2002**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on May 09, 2002, at 1:30 p.m. Eastern Daylight Time (EDT). The meeting was lead by Chair Ms. Silky Labie of the Florida Department of Environmental Protection. The agenda for this meeting is shown in Attachment A, action items from the last meeting are shown in Attachment B, incomplete action items from past meetings are shown in Attachment C and a list of participants is shown in Attachment D. *The purpose of the meeting was to address items of importance as identified in the agenda.*

INTRODUCTION

Ms. Labie called the meeting to order and took attendance

APPROVAL OF MINUTES

The Board will review and approve the minutes from January 10 and February 14, 2002, via e-mail. The minutes from the April 11, 2002 teleconference were reviewed and approved as amended. Ms. Labie reviewed the action items, which have been updated to their current status.

NELAC AT ECOS

Ms. Carol Batterton reported that NELAC's representation at ECOS, which included her brief oral presentation and a large poster display, was very successful. Non-NELAC states showed interest, as well as those states already in the process of becoming accrediting authorities. Ms. Batterton asked ECOS to formally support NELAC and to urge EPA to maintain their commitment to approve state programs, have more widespread acknowledgement and acceptance of the NELAC Standard across the Program Offices, and continue to provide a sufficient level of EPA staff support for NELAC activities. ECOS members supported NELAC and decided to write a letter to EPA to demonstrate their support, which will be completed within the next few weeks. Ms. Batterton also pointed out that Mr. Hammerschmidt, Environmental Commissioner of Kansas and president of ECOS, was an excellent contact for NELAC. Mr. Ed Kantor offered to create a larger version of the poster to display at NELAC 8.

PROPOSED MEETING WITH OFFICE OF WATER

This issue had been addressed at the previous teleconference and needed no further discussion.

TRANSITION COMMITTEE UPDATE

Dr. Paul Kimsey reported that at the last joint Transition/Program Policy and Structure teleconference, the agenda for the joint session at NELAC 8 was reviewed and discussed. Dr. Kimsey noted that everything for this session is on schedule. Two more teleconferences are

scheduled prior to NELAC 8.

PREPARATIONS FOR NELAC 8 UPDATE

Ms. Labie reported that 75 people had pre-registered for NELAC 8 as of May 07, 2002:

Ms. Hankins offered to query the NELAP AAs at their next teleconference regarding how many states planned on attending NELAC 8.

USE OF SPEAKER PHONES AT NELAC 8

Ms. Hankins reported that a request had been received for use of a speakerphone during one of the sessions of NELAC 8, as a subcommittee chair will be unable to attend in person. The pros and cons of the use of a speakerphone for an absent presenter were discussed. It was agreed that use of a speakerphone for the delivery of a report by a key person would be appropriate. Ms. Labie will ascertain from the hotel what the cost of the speakerphone would be. It was agreed that \$100 should be the maximum amount.

COMMITTEE MEMBER SELECTION & SUBCOMMITTEE PARTICIPATION

Ms. Hankins requested input from the Board on two committee membership issues.

- An individual who has resigned from the current committee on which he/she is serving (before completion of the 5-year term) has applied for membership on another committee. She noted that this issue is not specifically addressed in the policies. It was suggested that it be required that a person either finish out his/her term or, if he/she resigns, to wait until the end of the period of their term before joining another committee. Further discussion is needed to incorporate this issue into the policies.
- As for membership on a subcommittee, it was agreed that if an individual is a member of a committee, ELAB, or AARB, that does not restrict one from serving on a subcommittee. Members of AARB may also serve on another committee.

SMALL ORGANIZATION AD HOC COMMITTEE

Ms. Labie reported that it had been suggested that the “Small Laboratory *Ad Hoc* Committee” be referred to as “Small Organization *Ad Hoc* Committee”. Ms. Labie asked for recommendations from other geographic areas for representatives of small organizations to serve on this committee. Mr. Tom Maloney offered to contact Bart Simmons, Chair of the Field Activities Committee, for possible recommendations. Several organizations were suggested and Ms. Labie requested that members forward any other suggestions to her via e-mail. Ms. Labie will begin forming this committee upon receipt of recommended names to contact.

OLD BUSINESS

Ms. Labie requested that Anteon send out the minutes from January 10 and February 14, 2002, to the members for their review and final approval via e-mail.

NEW BUSINESS

Ms. Labie noted that a laboratory inquired as to when the updated NELAP AAs action items would be posted on the website. Anteon will begin work on this task within the next couple of weeks.

NEXT TELECONFERENCE

The next teleconference for the Board of Directors is scheduled for Thursday, June 13, 2002, at 1:30 p.m., EDT. This teleconference will include brief presentations of all the Chairs of what their committees will present at NELAC 8.

ADJOURNMENT

There being no further business, the meeting was adjourned

**NELAC BOARD OF DIRECTORS
DRAFT AGENDA
May 09, 2002
1:30 - 3:00 PM EDT**

1. Approval of Minutes of April 11, 2002, Meeting - *Silky Labie*
2. NELAC at ECOS - *Carol Batterton*
3. Proposed meeting with OW - *Silky Labie*
 - Quick Response PTs
 - PT Database
 - ATP issue
 - Document Modification
 - PTOB
4. Transition Committee Update - *Paul Kimsey*
5. Update on preparations for NELAC 8 - *Silky Labie*
6. Use of Speaker Phones at NELAC 8- *Jeanne Hankins*
7. Committee Member Selection and Subcommittee Participation- *Jeanne Hankins*
8. Small Organization *Ad Hoc* Committee - *Silky Labie*
9. Old Business
10. New Business

**NEW ACTION ITEMS
NELAC BOARD OF DIRECTORS/CHAIRS
MAY 09, 2002**

Item No.	Action	Status
1	Mr. Ed Kantor will create a larger version of the poster that was displayed at ECOS to display at NELAC 8.	NELAC 8
2	Ms. Labie will ascertain from the hotel what the cost of the speakerphone would be.	ASAP
3	Mr. Tom Maloney will contact Bart Simmons, Chair of the Field Activities Committee, for possible recommendations of representatives of small organizations to serve on the Small Organizations <i>Ad Hoc</i> Committee.	ASAP
4	Ms. Labie requested that members forward any recommendations from other geographic areas for representatives of small organizations to her via e-mail. Ms. Labie will begin forming this committee upon receipt of recommended names to contact.	ASAP
5	Anteon will send out the minutes from January 10 and February 14, 2002, to the members for their review and final approval via e-mail.	05/16/02
6	Anteon to update the NELAP AAs action item summaries for posting on the website.	06/13/02

**ACTION ITEMS FROM PREVIOUS MEETINGS
NELAC BOARD OF DIRECTORS
MAY 09, 2002**

No.	DATE OF MEETING	ACTION	STATUS
1.	04/11/02	Mr. Friedman will obtain the exact wording of the motion that was made and approved by the National Water Quality Monitoring Council on April 3, 2002, and forward this to Ms. Hankins.	Ongoing
2.	04/11/02	Drs. Kimsey and Jackson will develop an outline of the presentation for NELAC 8.	Ongoing
3.	04/11/02	Members are to peruse the Constitution and Bylaws closely and send any comments to Dr. Jackson.	Complete
4.	04/11/02	Ms. Labie to form a "Small Laboratories Committee."	Ongoing
5.	04/11/02	Ms. Labie to send NELAC 8 announcements to Mr. Sotomayor, for distribution at ECOS.	Complete
6.	04/11/02	Ms. Burmeister will take the criteria document issue back to the PT Committee for further discussion.	Complete
7.	03/14/02	Make changes to January 10 and February 14, 2002 minutes and deliver to Ms. Labie/Ms. Hankins (Anteon)	Complete
8.	03/14/02	Review January 10 and February 14, 2002 minutes for approval (Board)	04/11/02
9.	03/14/02	Attend Membership & Outreach teleconference to discuss registration process and NELAC poster content to be presented at ECOS Meeting (Ms. Shields)	Complete
10.	03/14/02	Add language to NELAC poster regarding proficiency testing and field testing (Mr. Kantor)	Complete
11.	03/14/02	Ask Dr. Hammerschmidt to review NELAC poster for comments or suggestions (Ms. Shields)	Complete
12.	03/14/02	Forward updated NELAC 8 brochure to Ms. Labie (Ms. Hankins)	Complete
13.	03/14/02	Investigate how to handle certificates for multiple primary accrediting authorities for non-NELAC states (Ms. Hankins)	Ongoing
14.	03/14/02	Formal response to AIHA letter (Ms. Labie)	Ongoing
15.	05/04/00	The Membership and Outreach committee will draft a policy addressing the logistics of web-submitted issues: routing, response, etc.	Ongoing

42	02/08/01	Mr. Ed Kantor will follow-up with Membership and Outreach committee on Item No. 6 (05/04/2000).	Ongoing
68	12/04/01	Add Field Activities field sampling issue to the Quality Staff Conference (Siegelman); Ms. Hankins to check status with Dr. Siegelman	Complete
69	12/04/01	Comments/suggested changes to NELAC Policies 1-18 to BoD by 12/13/01 (BoD/Chairs); deferred to 2/14/02	Complete

**LIST OF PARTICIPANTS
BOARD OF DIRECTORS MEETING
MAY 09, 2002**

Name	Affiliation	Address
Ms. Silky Labie Chair	FL Dept. of Envir. Protection	T: 850-488-2796 F: 850-922-4614 E: silky.labie@dep.state.fl.us
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Dr. Paul Kimsey Chair-Elect	CA Department of Health Services	T: 510-307-8419 F: 510-412-5848 E: pkimsey@dhs.ca.gov
Ms. Jeanne Hankins Director	USEPA/ORD	T: 919-541-1120 F: 919-541-4261 E: hankins.jeanne@epamail.epa.gov
Mr. Ed Kantor Executive Secretary	USEPA/ORD	T: 702-798-2690 F: 702-798-2261 E: kantor.edward@epamail.epa.gov
Ms. Ann Marie Allen	MA Dept. of Environmental Protection	T: 978-682-5237 F: 978-688-0352 E: ann.marie.allen@state.ma.us
Mr. Wayne Davis (Absent)	South Carolina Department of Health and Environmental Control	T: 803-896-0970 F: 803-896-0850 E: davisrw@columb36.dhec.state.sc.us
Mr. Thomas Maloney	USGS National Water Quality Laboratory	T: 303-236-3460 F: 303-236-3499 E: tmaloney@usgs.gov
Ms. Anne Rhyne (Absent)	TX Natural Resource Conservation Comm.	T: 512-239-6830 F: 512-239-6410 E: arhyne@tnrcc.state.tx.us
Ms. Aurora Shields (Absent)	KS Dept. of Health & Env.	T: 785-296-6198 F: 785-296-8068 E: ashields@kdhe.state.ks.us
Mr. Joe Slayton (Absent)	USEPA/Region 3	T: 410-305-2653 F: 410-305-3095 E: slayton.joe@epamail.epa.gov
Ms. Carol Batterton (Invited Guest)	Texas National Res. Cons. Comm. (TNRCC)	T: (512) 239-6306 F: (512) 239-2249 E: cbattert@tnrcc.state.tx.us
Dr. Ken Jackson (Absent)	NY Environmental Laboratory Approval Program	T: 518-485-5570 F: 518-485-5568 E: jackson @wadsworth.org
Ms. Gabrielle Porath (Contractor Support)	Anteon Corporation, Las Vegas Technical Center	T: 702-731-4150 F: 702-731-4027 E: gporath@anteon.com